Quick Reference Guide:

Montana Programs - Job Corps, MT Youth ChalleNGe, MT Digital Academy

This guide explains the process for enrolling students in the district for each of these programs.

Topics covered in this Quick Reference Guide include:

- Job Corps
- MT Youth ChalleNGe
- MT Digital Academy



Follow the guidelines below to create enrollments in AIM for students participating in the Job Corps, MT Youth ChalleNGe, or MT Digital Academy programs. Students must be properly enrolled in AIM to receive ANB funding for the students.







Before beginning, consider the following:

1. Which students can I enroll in AIM for the purpose of collecting ANB funding?

 Students must first be enrolled with the district before they can be counted as enrolled for ANB funding purposes. Some restrictions apply to the programs for ANB purposes. Please check the individual guidelines for each program. page 2

2. How do I enroll these students in AIM?

 Students must first have an enrollment in the district, then enter a corresponding enrollment in AIM.
 Students in Job Corps or Youth ChalleNGe must have a program enrollment marked in AIM. page 3

3. What process is followed if the student exits one of these programs?

 Students no longer participating in Job Corps or Youth ChalleNGe are either re-enrolled in the district or counted as dropouts. MT Digital Academy students continue their district enrollment or return to their original school. page 4

4. How do I indicate their participation in these programs for ANB purposes?

Each program has different requirements for Service
 Type and Aggregate Hours to be counted for ANB
 funding purposes. Job Corps students usually receive
 full ANB, Youth Challenge receive half ANB and Digital
 Academy ANB is determined based on hours. page 5





MONTANA PROGRAM GUIDELINES

Montana has three distinct programs in which students may be enrolled concurrently during high school: Job Corps, MT Youth ChalleNGE and MT Digital Academy. Enrollment in these programs is designed to lead to a student's high school graduation.

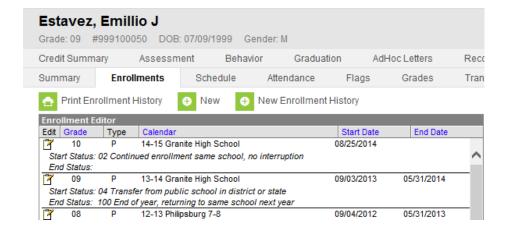
Students participating in the **Job Corps Program** or **MT Youth ChalleNGe Academy** must meet **all** of the following criteria to be counted as enrolled in a district:

- ✓ the student must be enrolled in a public school in the student's district of residence, and
- the credits taken at the Job Corps or MT Youth ChalleNGe Academy require approval by the resident school district, and
- √ the credits meet the resident district's requirements for graduation at a school in the district, and
- ✓ the credits must be taught by an instructor who has a current Montana high school certification, *and*
- the credits must be reported by the Job Corps or MT Youth ChalleNGe Academy to the student's resident school district.

For more information, see Sections 20-9-707 and 20-9-311(12), MCA

Students participating in one or more **MT Digital Academy** courses must enroll in the courses through their local public school (district of residence). Districts are not eligible for ANB for non-resident students the district may enroll in MT Digital Academy classes.

For more information, see Section 20-7-118, MCA



AIM ENROLLMENT

A student meeting the above requirements must have a corresponding AIM enrollment in the district.

Enter the *Start Date* using the first day of school or the program start date, whichever is <u>later</u>.

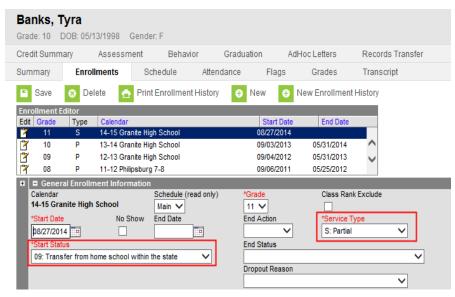


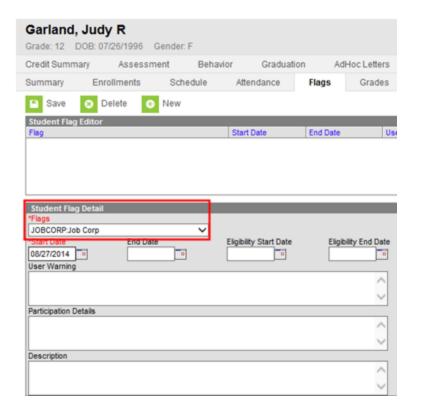


DIGITAL ACADEMY

When a student takes a MT Digital Academy course(s) to complement their district enrollment, no modification to enrollment is needed.

However, if a student enrolls from a home school or other type of school and takes courses from MT Digital Academy through the public school, enter Service Type, S: Partial and a Start Status that reflects their current enrollment (e.g., 09: Transfer from home school within the state).





JOB CORPS OR MT YOUTH CHALLENGE

A student in Job Corps or MT Youth ChalleNGe must have an AIM enrollment and must also have an entry on the **Flags** tab.

Click the **Flags** tab (path: **Student Information/General/***Flags*).

Click **New**. Select the *Flag* for Job Corps or MT Youth ChalleNGe and enter the *Start Date* (first day of enrollment in the program).

Click Save.



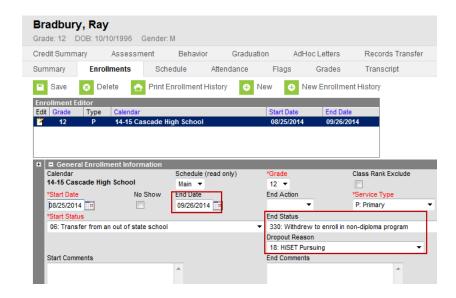


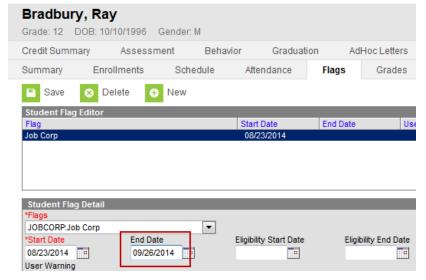
EXITING STUDENTS

When a student discontinues enrollment in the Job Corps or MT Youth Challenge *OR* requests to sit for the HiSET (formerly GED), end the student's enrollment in AIM.

The *End Date* is the last date of the student's enrollment in the program or the date of the request to sit for the HiSET.

If the student does not continue enrollment in the public school, the student must be coded as a dropout.

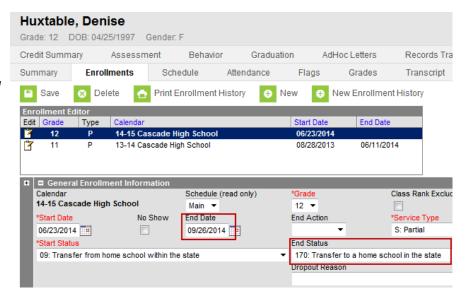




Enter the student's *End Date* on the **Flags** tab.

MT Digital Academy students who complete or drop courses must also have their enrollment ended. The *End Status* should reflect their return to their original school.

Students taking courses to complement their district enrollment continue their enrollment.







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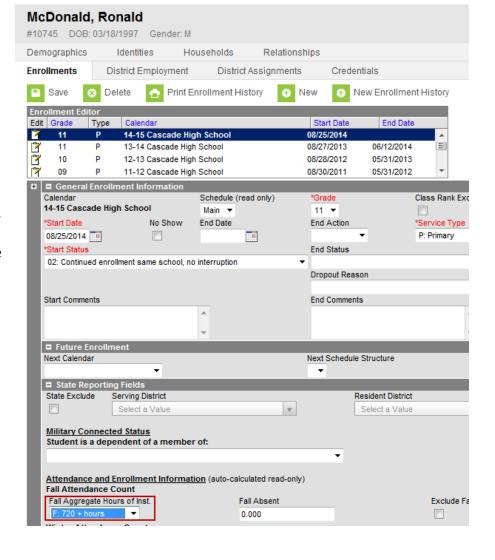
AGGREGATE HOURS

Job Corp –

Set Aggregate Hours to *F: 720+ hours* for students enrolled in Job Corp. They count as full-time students for ANB purposes.

MT Youth ChalleNGe—

Also set Aggregate Hours to *F: 720+hou*rs for students in MT Youth ChalleNGe. They count as half-time students for ANB purposes, but the MAEFAIRS program will make the funding adjustment within the MAEFAIRS system. In AIM they should be recorded as full-time students. (MCA 20-9-311(12))



MT Digital Academy -

For students enrolled in MT Digital Academy classes, calculate *Aggregate Hours* as if the students were enrolled in the district for the same courses.

If the student is <u>enrolled in regular district courses in addition to the MT Digital Academy courses</u>, add the course to the student's regular schedule (e.g., six regular district courses + one MTDA course = seven regular district courses for ANB purposes).

If the student is <u>only enrolled in MT Digital Academy courses</u>, calculate the ANB as if the student were enrolled in that course through the district.

Example:

A home school student takes one MTDA course. The district's course is 50 minutes, 180 days per year. Aggregate Hours = 150 hours (*N: 0-179 hours*). The student takes two courses, Aggregate Hours = 300 hours (*Q: 180-359 hours*).



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For assistance please contact the OPI AIM Help Desk at opiaimhelp@mt.gov or 1-877-424-6681.



